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PAYMENT SERVICES USER MANUAL

GETTING STARTED

INTRODUCTION

Payment Services is a web-based tool with a user interface flexible enough to allow for a variety of unique business processes across state agencies. Each agency will be able to apply their own business processes to use Payment Services.

LOGGING ON

Payment Services is accessed through the secure login on the State Controller's Web site at <http://www.sco.idaho.gov>.

Figure 1 - Secure login



Select **Statewide Accounting Services** from the list of applications, and then select **Payment Services**.

The Payment Services main menu includes:

- **Invoice** – includes the tabbed screens for invoice data entry and approvals
- **Recurring Payments** – schedule recurring payments
- **Processed Invoice** – list of invoices processed for payment
- **Template Maintenance** – create and maintain templates for invoice cost distribution
- **Administration** – set up and maintain users and set up the application for specific agency needs. Accessible only to the Payment Services administrator.

If you do not see all of these on your screen, it is because you have not been given authorization by your Payment Services administrator.

Figure 2 - Payment Services menu



This document will focus on three of these menus essential to basic invoice processing – **Invoice**, **Template Maintenance**, and **Administration**.

INVOICE MENU

The Invoice menu is the entry point for invoice data entry and approval. A series of tabs are presented which represent a functional process or actions that can be taken in the workflow of an invoice payment.

These tabs are also the main navigational tools for selecting the various functional areas. However, as will be seen, many of the same functions can be performed on different screens.

Figure 3 - Tabbed screen layout

Payment Services

[PmtSvcs Menu](#) [Applications](#) [Logoff](#) [E-mail](#)

Status Invoice Documents Distribute Approval Multi Proc Reports

Invoice Date: Invoice #: Status:

Payment Date Range : to 07/01/2006

Vendor Name: Vendor Business:

Acct: Doc: PO#: Group:

Vendor Name	Invoice #	Total Amount	Invoice Date	Payment Date	Status
Approve ALBERTSONS IIC	111	\$263.31	03/02/2006	03/30/2006	Awaiting Div

Many of the functions can be performed on more than one screen, depending on your agency's business process.

In addition, each agency's Payment Services administrator has some degree of control over how Payment Services looks and behaves. For instance, the administrator can:

- Change the number of and names of the approval levels seen in the Payment Services screens.
- Enable or disable E-mail notification.
- Enable or disable automatic authorization of invoices.
- Set the default tab for the **Invoice** menu.

And finally, the role or roles people have in Payment Services will vary widely across all agencies. Each person may have a different view of the application and different capabilities in using it.

Thus, the specific steps in the application to enter and approve invoices depend on the business processes of the individual agency. However, the general workflow includes these steps:

Function	Payment Services Screen(s)
1. Enter and save invoice information.	Invoice
2. Authorize the invoice.	Administration, Invoice, Approval, Multi Proc
3. Attach scanned invoice and supporting documentation. This is optional. If used, it can be done at any time during the invoice workflow.	Documents
4. Enter fiscal codes and/or distribute the invoice costs across PCA, Indexes, Encumbrances, etc.	Distribute
5. Approve the invoice. Five levels of approval can be set up. Includes making final approval for payment of invoice.	Approval, Multi Proc

ENTERING AND SAVING AN INVOICE

Invoices can be entered as soon as you receive them. You do not have to wait until the payment date to begin data entry or approval processes.

On the **Invoice** screen, you can use your TAB key or your mouse to move to each data field.

Figure 4 - Invoice screen

1. Enter the invoice number in the **Invoice #** field.
2. Enter the Vendor Name in the **Vendor Name** field
3. Enter the amount of the invoice in the **Total Amount** field.
4. Complete any other fields needed by your agency.
5. Click **Save & Continue** or **Save & Clear** to save the invoice.
6. Click **Authorize** if necessary. Depending on your agency's process, invoices may be automatically authorized or a person other than data entry may authorize invoices on this or another screen.

AUTHORIZING AN INVOICE

After the invoice is saved, it must be authorized in order for the costs to be distributed. Depending on your agency's process:

- Invoices may be authorized on the **Invoice** screen by the person who enters and saves them.
- A person other than data entry may authorize invoices on the **Approval** or the **Multi Proc** screen.
- The Payment Services administrator may set up automatic authorization so that this step is not needed by your agency.

Below are examples of the screens where an invoice can be authorized.

Figure 5 - Authorization button on the Invoice screen

The screenshot displays the 'Invoice' screen with the following fields and buttons:

- Total Amount**: 525.00
- Vendor #**: 930587431
- Sfx**: 00
- Document #**: (empty)
- Created by**: JAMES CARTER-140
- Date**: 6/1/2006
- Authorize Invoice**: A button highlighted with a red rectangular box.
- Authorized by**: (empty)
- Date**: (empty)
- Save & Continue**: A button at the bottom left.
- Save & Clear**: A button at the bottom center.
- New Invoice**: A button at the bottom right.

Figure 6 - Authorization on the Approval screen

Status: Awaiting Authorization

Total Amt: \$150.00 Inv Desc:
Distributed Amt: \$0.00 Comments:

Amt InvDes PCA Index SubObj Dtl Grant Ph Project Ph BU Fund Dtl SecA Subs DMI CAP TC R Rev Sub Dtl GAAP Loc

☐ Authorization
☐ Cost Distribution
☐ Approval 1
☐ Approval 2
☐ Approval 3
☐ Approval 4
☐ Approval 5

Figure 7 - Authorization on the Multi Proc screen

Status Invoice Documents Distribute Approval Multi Proc

Range: Next 30 Days 05/27/2006 to 07/26/2006 Group: Fin

☐ Show Editable Invoices Only

Invoice Amounts ☐ Check All

Invoice #	Docs	Auth	Dist	Approval 1	Approval 2	Approval 3	Approval 4	Approval 5	PmtDate	Amt
Select patti test		<input checked="" type="checkbox"/>							05/30/2006	\$1,286.45
Select 8596451-06		<input checked="" type="checkbox"/>	✓	✓	✓	✓	✓	✓	06/04/2006	\$79.96
Select 12345		<input checked="" type="checkbox"/>							06/12/2006	\$200.00
Select 1865		<input checked="" type="checkbox"/>						✓	06/12/2006	\$1,936.00
Select 654321		<input type="checkbox"/>							06/12/2006	\$40.00

ATTACHING A SCANNED DOCUMENT

This step is optional. The scanned invoice or document(s) must already be on your local or network hard drive, that is, you must scan and save the documents using your scanners and scanning software. Click the **Documents** tab to upload the scanned documents to the State Controller's server. Scanned documents can be uploaded and attached to an invoice at any time during the invoice workflow – even after the invoice has been approved.

Below is an example of the **Documents** screen:

Figure 8 - Scanned documents added

Documents	Title	Size	Action
Add Documents			
<div>Remove File</div> <div> M:\Statewide Accounting Systems\Interpath Invoice.pdf M:\Statewide Accounting Systems\Interpath note.pdf </div>			
Browse Files <input type="text"/> <div>Browse...</div> <div>Add File</div>			
Document Title: <input type="text" value="Interpath Invoice"/>			
Create Single Document: <input checked="" type="checkbox"/> <div>Create Document(s)</div>			

DISTRIBUTING COSTS AND ADDING FISCAL CODES

After the invoice has been authorized, the costs can be distributed and/or the fiscal codes applied. This can only be done on the **Distribute** screen; however you can get to the **Distribute** screen in different ways.

Depending on your agency's process, do one of the following:

- Locate the invoice on the **Status** screen. The status of the invoice should read "Awaiting Cost Distribution". You can search for invoices or sort the invoice list. Click **Edit**.

Figure 9 - Locating an invoice on the Status screen

	Vendor Name	Invoice #	Total Amount	Invoice Date	Payment Date	Status
Select	Home depot	z156-28	\$672.39	02/27/2006	04/15/2006	Awaiting Authorization
Approve	Home depot	z156-28	\$672.39	02/27/2006	04/15/2006	Awaiting Division
Approve	HP BUSINESS SOLUTIONS	022506	\$12,698.35	03/15/2006	04/07/2006	Released for Payment
Edit	BM	66666	\$16.00	05/05/2006	05/12/2006	Awaiting Cost Distribution
Edit	Idaho Power Company	PE82855	\$1,235.89	05/02/2006	05/15/2006	Awaiting Cost Distribution

- Open the invoice in the **Invoice** screen and click **Distribute**.

Figure 10 - Distribute screen

To navigate through the distribution grid, place the mouse cursor in a data field and press TAB to move left to right through the fields. Use SHIFT+TAB to move back. You can also use your mouse to drag the scroll bar beneath the grid to get to the data fields.

In the **Distribute** screen:

1. Enter the amounts, the fiscal codes in the distribution grid.
2. Click **Add Row** or **Dup** to create additional rows for cost distribution.

The application can validate your data entry and perform look ups on any field in the distribution grid marked with an asterisk:

- The application will validate your data entry against STARS tables. If the data entry is valid, it will automatically fill in the distribution grid with any available related data from the tables.
- To perform a “look up” or search, place the cursor in the field and press F3. A look up dialog box will appear and you can search for the fiscal code that you need.

If the invoice details need to be changed, the invoice must be ‘unauthorized’ in the **Approval** or **Multi Proc** screen, then re-entered on the **Invoice** screen.

After the distribution is saved it must be marked as complete to be ready for approval. This, too, can be done several different ways depending on your agency’s process:

- Click **Cost Distribution Complete** on the **Distribute** screen.
- Select **Cost Distribution** on the **Approval** screen and save.
- Select the check box in the **Dist** column of the **Multi Proc** screen.

APPROVING AN INVOICE

Approving the invoice can be done on different screens, depending on your agency's process:

- A. Locate the invoice on the **Status** screen. The status of the invoice should read "Awaiting Approval" or something similar, depending on what your Payment Services administrator has named your approval levels. Click **Approve**. The **Approval** screen will open. Select the appropriate approval level and save.

Figure 11 - Approval screen

Status: Awaiting Approval 4 WILSONVILLE, OR 970

Total Amt: \$6,759.64 Inv Desc: TEST TEMPLATE
Distributed Amt: \$6,759.64 Comments: TEST TEMPLATE FUNCTIONALITY

Amt	InvDes	PCA	Index	SubObj	Dtl	Grant	Ph	Project	Ph	BU	Fund	Dtl	SecA	Subs	DMI	CAP	IC	R	Rev	Sub	Dtl	GAAP	Locati
\$5,429.06	FOOD	01010	1002	5670													230						
\$112.36	FOOD	01020	2502	5670													230						
\$106.34	FOOD	01030	3502	5670													230						
\$289.34	FOOD	02040	4401	5670		BUSINT 00											230						
\$796.99	FOOD	02040	4501	5670													230						
\$25.55	FOOD	02040	4510	5670							SCDA 0480						230						

☒ Authorization SUANNE KORA (06/20/2006)
☐ Cost Distribution SUANNE KORA (06/20/2006)
☐ Approval 1
☐ Approval 2
☐ Approval 3
☐ Approval 4
☐ Approval 5

- B. Select the appropriate approval level from the **Process Column** menu on the **Multi Proc** screen. Select the check box(es) in the appropriate approval columns and save.

Figure 12 - Approval in Multi Proc screen

Status Invoice Documents Distribute Approval **Multi Proc**

Range: Next 30 Days 05/27/2006 to 07/26/2006 Group: Fin

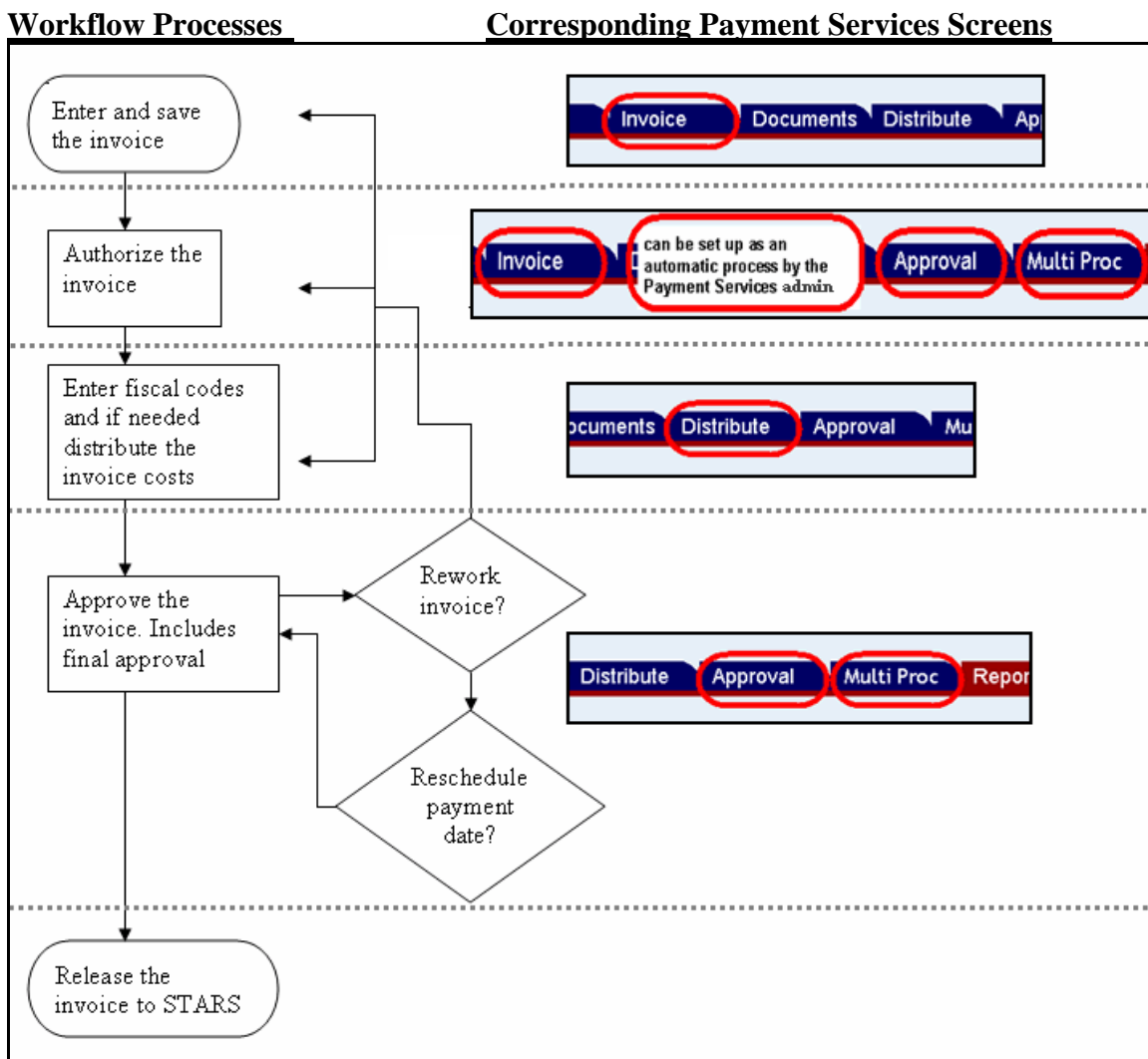
☒ Show Editable Invoices Only Process Column: Approval 1

☐ Check All

Invoice #	Auth	Dist	Approval 1	Approval 2	Approval 3	Approval 4	Approval 5	PmtDate	Amt
Select 1005	✓	✓	<input type="checkbox"/>					06/26/2006	\$49.95
Select 951	✓	✓	<input type="checkbox"/>					07/15/2006	\$105.00

OVERVIEW

As can be seen, the steps to complete the invoice workflow can vary widely among agencies. To outline the steps again and correlate them to the screens that can be used in Payment services, refer to the diagram below:



TEMPLATE MAINTENANCE MENU

A template is a preset cost distribution with the fiscal codes defined and the costs distributed by percent or by amount. Generally, a template is intended for invoices that are distributed the same way each time and usually for regularly billed invoices, such as utilities, rent, or telephone invoices.

Templates can be created, edited, or deleted on the **Template Maintenance** screen. The Payment Services administrator assigns users to Template Maintenance access.

Create a template by assigning a name, selecting a type (**Amount**, **Percent**, or **Blank**) and then adding fiscal codes and cost distribution rows. See the Template Maintenance document for more information

Figure 13 - Template Maintenance

Payment Services - Template

PmtSvcs Menu Applications Logoff

Template Name

Template Type ☐ Amount ☒ Percent ☐ Blank

Template Desc

[^] Press F3 for Lookup

Percent	Index*	PCA*	IC	Sub	Dtl	Grant*	Ph	Project*	Ph	Invoice Description
Del Dup 75.00	1040	01010								
Del Dup 25.00	1020	01010						ISCOCF	07	

ADMINISTRATION MENU

Administration includes tabs for **User Maintenance** and **Agency** maintenance. See the Administration document for more details.

User maintenance includes:

- Adding new users.
- Assigning roles or permissions to users - authorization, cost distribution, templates, and approval levels.
- Making users active or inactive in the application.

Figure 14 - User maintenance

The screenshot shows the 'User Maint' tab selected. Below the tab is a 'Find New User' button. A table lists users with columns: Select, UserName, FirstName, MiddleName, LastName, Act, Auth, Cost, App1, App2, App3, App4, Rel, Adm, Tmp, Email. Four users are listed: PATTI EVERILL, PATRICIA ROLLER, REXFORD REAGAN, and MARLA MARCHANT. Below the table is a form to update a user. The form has a 'Cancel' button, a 'Update User' button, and a section for 'Active Payment Services User' with checkboxes for 'Authorize', 'Cost Dist', 'Approval 1' through 'Approval 5', 'Admin', and 'Template Maint'. There are also input fields for Username, First Name, Middle Name, Last Name, and Email.

Agency maintenance includes being able to:

- Change the names of the approval levels seen in the Payment Services screens.
- Enable or disable E-mail notification.
- Enable or disable automatic authorization of invoices.
- Set the default tab that is seen when the **Invoice** menu is first opened.

Figure 15 - Agency Maintenance

The screenshot shows the 'Agency' tab selected. Below the tab is a table with columns: Agency, Active, Email, ApprLevel, Header1, Header2, Header3, Header4, Header5. One row is shown for 'State Controller' with values: Active (checked), Email (checked), ApprLevel (5), Header1 (Approval 1), Header2 (Approval 2), Header3 (Approval 3), Header4 (Approval 4), Header5 (Approval 5). Below the table is a form to update an agency. The form has a 'Reset' button, an 'Update' button, and a section for 'Approval Level' with a dropdown menu set to '5'. There are input fields for Header 1 through Header 5. To the right of these fields are checkboxes for 'Email Notification' (checked) and 'Auto Authorize Invoices' (unchecked). Below these is a 'Default Tab' section with radio buttons for 'Status Tab' (selected), 'Invoice Tab', 'Multi Proc Tab', and 'Report Tab'.